

ATTENTION ALL NDE PORTAL USERS:

Please log onto your portal accounts and go to the “My Profile” tab and check to make sure your contact information (**especially the email address**) is up to date. It is very important to keep this information updated as the Department of Education uses the email address that is in the users’ Portal account to send vital information. Thank you!!



New Validation Error #726 – Added to the ADVISER Validation

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org)

Error #726: Multiple Special Education Records Reported for a Student - A student has more than one special education record reported within your district. Please report only a single SPED program record for the student, using the date the student was first identified with a verified disability as the program begin date. Please correct this data using your SPED data system or contact the NDE Helpdesk for help resolving this error.



Title I Annual Caseload Count of Children In Local Institutions For Neglected or Delinquent

AUDIT WINDOW CLOSE DATE: January 5

Contact: Pat Frost (402-471-2478 or pat.frost@nebraska.gov)

The “Title I Annual Caseload Count of Children In Local Institutions For Neglected or Delinquent” collection is located in the **Consolidated Data Collection** under the **Data Collections** tab in the NDE Portal. An activation code is required to add the **Consolidated Data Collection** to an account with the appropriate access type in order to complete this collection.

The purpose of this annual caseload count is to provide the State Educational Agency with current information on the location and number of children living in institutions for neglected or delinquent children, or in local correctional institutions. The information collected will be used in the Title I formula for computing allocations for local educational agencies.

Collection completed by Public



ELPA21 Testing Labels Upload

Contact: Terri Schuster (terri.schuster@nebraska.gov or 402.471.4694)

ELPA21 TESTING LABELS UPLOAD for English Learners (ELs) in Grades 2-12 (**Due January 9 at 5:00p.m.**)

ELPA21 Grades 2-12 student testing labels data upload will be on January 9. Work with your data manager to ensure that English learners in these grades are accurately identified on ADVISER. **All ELs must be identified on ADVISER, Codes 11 or 12 by this date and will need to test on the ELPA21.** Students who have met the state’s exit criteria (See Rule 15) and are no longer EL, should be identified as Reclassified English Fluent Code 13 (these students will not test on the ELPA21.)

Note: SY 2018-19 **ELPA21 Testing window is February 4 – March 15.**



Future Ready District Technology Profile (formerly called “District Technology Plan”)

DUE DATE: February 4

Contact: nde.digitallearning@nebraska.gov or 402-471-4366

The “Future Ready District Technology Profile” collection became available on the NDE Portal under the **Data Collections** tab on November 30. This district profile (which replaces the previous “District Technology Plan”) will be available for public school districts in a new web-based format. An activation code is required from the District Administrator of the district to add the collection to the NDE Portal account. Please review the FAQ and instruction documents regarding completion of the web-based Future Ready District Technology Profile through the NDE Portal or on the NDE website shown below.

NOTE: Nonpublic systems that are interested in completing the survey will need to contact Dorann Avey at dorann.avey@nebraska.gov. She will be able to provide a link to the survey outside of the NDE Portal collection.

More information and resources related to the new Future Ready District Technology Profile are available now for districts (public and non-public) on the NDE website:

<https://www.education.ne.gov/educational-technology/technology-plan/>

The website includes links to the following documents:

1. PDF version of the new profile instrument
2. PDF of the instructions to access the profile in the portal
3. PDF of frequently asked questions (FAQ’s)

If you have difficulties accessing the documents on the NDE website, please contact the Digital Learning Office at nde.digitallearning@nebraska.gov to request that the documents be emailed to you.

Collection completed by Public



Counselor and Library/Media Specialists Not Endorsed for 2018-2019

OPEN: December 6

Contact: Dr. Brad Conner, Accreditation at 402-471-4355 for questions regarding Counselor and Library/Media endorsements.

Contact: NDE Helpdesk (888-285-0556 or ADVISERHelp@nebraskacloud.org) with questions regarding how to update the Counselor and Library/Media Specialists Not Endorsed collection.

The “Counselor and Library/Media Specialists Not Endorsed” collection is designed to identify any guidance counselors or library/media specialists who are not currently endorsed in these areas but are serving in that capacity while enrolled in a program to complete their endorsements.

The site allows districts to annually update the progress being made by the identified individuals toward their completion of either the counselor or library/media specialist endorsement.

NOTE: The option for allowing individuals not properly endorsed to serve in either capacity is described in Rule 10, Section 007.04B Media/Technology Staff and Section 007.05D Guidance Staff.

Counselor and Library/Media Not Endorsed will be found under the **Data Collection** tab in the NDE Portal beginning on December 6. An activation code for “Counselor and Library/Media Not Endorsed” is needed to be able to access the Counselor and Library/Media Not Endorsed system, Activation codes are available from the District administrator.

Districts that will be required to complete the Counselor and Library/Media Specialists Not Endorsed collection for 2018-2019 will be notified by NDE via email.



HOW TO CONTACT THE NDE HELPDESK

NDE Helpdesk has transferred to a new Helpdesk Ticket System called Jitbit. Please note, there are a few changes in how to reach us. Also, please keep in mind that as we moved to ADVISER, the Helpdesk team is expanding to include additional staff who assist with more technical issues, so please provide as much information relating to your question as possible.

1. Log into your NDE Portal account and click on the “Helpdesk Request” in the upper right hand corner. Fill in the information for your question. Click Submit.
2. Send an email to: ADVISERHelp@nebraskacloud.org (NOTE: This is a NEW email address) Include your full name, organization, a detail description of your question, alternate contact and phone number. This email will automatically create a ticket.
3. Call Toll Free: 888-285-0556 – **This is a Voicemail line ONLY.** Leave your full name, organization, call back number and a brief description of your question.

The Helpdesk Request and email to ADVISERHelp@nebraskacloud.org are the fastest ways to get your questions to the Helpdesk. All questions are answered in the order in which they are received.

NDE Bulletins: Past and Present:

Current and past NDE Bulletins can be found at <https://www.education.ne.gov/bulletins>. We will also continue to send the bulletin out via e-mail.

Denise Schuyler

Data, Research, and Evaluation - NDE IT Helpdesk Specialist



Helpdesk: 888-285-0556 – ADVISERHelp@nebraskacloud.org

Email: denise.schuyler@nebraska.gov